

The regular Beulah City Council meeting of July 16, 2018 was called to order at 7:00 pm at Beulah City Hall by Mayor Travis Frey.

Present: Dave Czywczynski, Clyde Schulz, Kelsey Timmer, Dave Ripplinger, Loren Daede, Kathy Kelsch, Eric Hoffer

Absent: Gary Miller

Also Present: City Attorney Scott Solem, City Engineer Charles Hankins, Public Works Foreman Kenny Yeager, City Coordinator Russell Duppong, Police Chief Frank Senn, Kent Ritterman, Gloria Olheiser, David Whipps, Rebekah Kjos, Rachel Schmitz, Kate Johnson

#### Pledge of Allegiance

Kelsch made a motion seconded by Schulz to dispense with the reading of the minutes of the last regular meeting on July 2 and approve as furnished to the Council by email. Roll call vote found Ripplinger, Schulz, Timmer, Daede and Kelsch in favor.

Gloria Olheiser commented the Hospitality & Lodging Tax Committee met on June 26. She reviewed the CVB financials. Mortenson expenses went up for the second and third quarter due to cost share expenses and some larger invoices. The committee recommended approval of the financials.

Czywczynski and Hoffer arrived.

Olheiser commented the Beulah Chamber and Heritage Park Market would like to put on a street fair, but have decided to wait until next year. Olheiser gave an update on Heritage Park Market. It's held every other Tuesday with theme nights. They served over 250 meals on bike night and kid's night. July 24 is car night and August 11 is the Fall Festival.

Kent Ritterman reviewed the budget for the Water Treatment Plant Project. He explained the Lime Sludge Removal project to the new Council members. Ritterman went over the change order with the total amount of \$37,906.87. He stated we are past the date of April 15 and in the liquidated damage stage. Daede made a motion seconded by Timmer to approve Change Order #7. Frey questioned if any other items are anticipated. Ritterman commented on some brick repair and other small items. Frey questioned if these changes will prolong the project. Ritterman stated the flood wall repair will add days to the project. Frey questioned if there is an end date in sight. Ritterman stated it should be in August, but the substantial completion date would be thirty days after that. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor. Daede made a motion seconded by Kelsch to approve Amendment #5 to the Moore Engineering Agreement for \$30,000 in engineering services. Schulz questioned if there will be money coming back for the liquidated damages. Ritterman commented that is something the City will consider concerning the damages, which includes the extra engineering expenses the City is paying. Duppong commented the contractor has been told the City Council will determine the damages. Daede stated the contractor will want to get done as soon as possible. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor.

Rebekah Kjos presented the annual Library Report for 2017 and activity so far in 2018. They try to add at least 100 new items to the collection each month. The library added 89 new families in 2017, and so far this year has added 57 new library cards. The total item count is currently 17,032 along with a patron count of 2,589; that's one card per family. Summer reading is just about over with 137 kids signed up this year. Kjos stated they are trying to offer programming to patrons to help with continuing education, tutoring and eBook instructions. Kjos presented the 2019 preliminary library budget and explained expense increases in the summer reading and adult education sections. Timmer made a motion seconded by Schulz to authorize payment of the \$20,000 allocation to the Library for 2018. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor.

David Whipps presented a plan to have a street dance between the Nite Owl and the Main Bar. The area of the street would be gated on each end and wristbands available. Schulz commented he would recommend Whipps talk to the police chief, police commissioner and street commissioner. Schulz stated it is something he is in favor of and recommends him talking to the CVB or Heritage Park committee to see if they would like to add to it.

Kelsch commended Public Works and High Plains Concepts for working at bringing the flower baskets back to life. Kelsch commented the Heritage Park Market started in August of 2015 as a sub-committee of JDA. When it started the electricity was put in at the park and Council was not given the opportunity to approve it. The bill was paid by JDA but is a line item on Heritage Park Market's finances. Kelsch stated she was approached to see if the City would help with this expense. She asked Ferebee to add \$6,903 to the preliminary budget. Kelsch stated the Civic Center estimate should be ready for the next meeting. She commented the Employee Relations Committee met and recommended an increase to the second in charge employee at the Water/Wastewater Dept. Kelsch made a motion seconded by Schulz to approve a \$.60/hr. increase for Justin Benz as a sub-foreman. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor. Schulz questioned where the other half of the Heritage Park Market electric expense should come from and whether it should be JDA. Kelsch stated she feels it is the responsibility of those other organizations as well because action was taken and a cost is associated with that action.

Daede commented they will install a manhole on 2<sup>nd</sup> Ave W and 1<sup>st</sup> St N. He stated he would also like to add some funding to repair sewer lines next year. He attended the NDLC workshop for newly elected officials.

Senn commented they went into emergency operation plans by locking down the Fair and using emergency shelters during the tornado warning. Schulz commented that West River Transit bus service was provided during the Fair. Czywczynski stated the bus had good use on Saturday. Schulz commented we just got a new bus and they are now looking at another new bus. The cost share for the City would be \$15,000 for 2019. Schulz made a motion seconded by Timmer to accept the Municipal Court report. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor.

Frey commented Basin Electric did have some layoffs this week. Layoffs included employees in their probationary period. Frey commented on the City budget stating all project costs, including administrative costs such as legal and engineering costs, need to be included in the budget when accepting a project. Ferebee listed additions to the preliminary budget. She stated the police department, pool, library and Equipment Committee have all submitted budgets. The rest of the

amounts are determined by averages of the last few years, estimates from the NDLC, tentative projects planned, and ongoing payments. Included is a preliminary 3% raise, which has not yet been determined by Employee Relations, and an increase to health insurance. The ND Legislature made changes to the budget deadlines. The preliminary budget is due to the County by August 10 along with the date and time of our budget hearing. The County will send the Estimated Tax Statement by mail on August 31 to property owners. This will include the budget hearing date. October 1 at 7:00 pm is the date of the final budget hearing. Frey commented since we have fund accounting, certain expenses have already been funded or allocated. Daede commented the sewer lines south of 7<sup>th</sup> Street have clay lines that would need to be repaired. Ferebee stated the amount should be added in now and can be reduced before the final budget. Hankins stated if we have a corridor improvement plan over a period of time, there is a better opportunity for grant funding. Having the comprehensive plan, as well as a plan to attack the issue, helps in the grant process. Schulz made a motion seconded by Hoffer to approve the 2019 Preliminary budget with the additions discussed tonight. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor.

Hankins commented on the Citywide Street Repairs and gave an update on the asphalt patching schedule. They will be starting later this week. He commented on the Fire Department's interest in curb and gutter around the fire hall and other concrete additions. The bike path area can be done next year. The curb and gutter is estimated at \$10,000 and would fit in the annual street repair budget. Czywczynski made a motion seconded by Timmer to proceed with the replacement of the curb and gutter on the south and west side of the Fire Department. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor.

Hankins commented on the 12th Street Drainage Improvements preliminary design, scope, and estimate. The preliminary estimate is \$295,477 and we do have some time. Hankins stated the City is on the SRF loan list and that is available if we do want to pursue it. Duppong commented the assessment area is not very large. The three options to pay for the project are using the SRF loan, Sales Tax, or assessments. Schulz stated Sales Tax could be used for part of it, but there should be some responsibility of the ownership of Farmer's Union and Coal Country Clinic. Hankins stated the businesses have a higher runoff coefficient and would have more runoff. There was an issue before this expansion, but this is only adding to the problem. Solem commented on working directly with the BND to eliminate the bonding costs in an assessment. Czywczynski questioned if the whole amount would be put into the assessment and the process of paying for it. Solem explained the process.

Hankins commented on the sanitary manhole lining by the Civic Center. It is scheduled to start late August to early September. The 75k Water Tank Refurbishment is scheduled to start mid to late August.

Solem commented the dog ordinance will have an update for the next meeting. The criminal and traffic ordinances need to continue to be updated.

Duppong presented a setback variance for Kevin Flaagan at 107 15<sup>th</sup> Circle Drive. Hoffer made a motion seconded by Czywczynski to approve the variance. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor. Duppong commented on a lot that has been cleaned up after being worked on for a while and another one that is almost complete. Duppong stated there are two openings on the Planning & Zoning Board. Schulz questioned if there

is an ordinance for spraying weeds. Duppong stated there is an ordinance for cutting or controlling weeds. Schulz questioned what the Comprehensive Plan is being used for. Duppong stated the plan is complete and can be used to apply for grants. Hankins stated it is a decision making document based on information the City compiled and it has policies the City should follow. Schulz commented the document should be sent out to the new council members.

Ferebee presented the June Financial Reports. Schulz made a motion seconded by Hoffer to approve the June Financial Reports as presented. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor. Ferebee stated she was just notified today that the City audit is complete for 2017.

Ferebee presented a raffle permit for the Beulah Quarterback Club at Riverside Park on October 5, 2018. Hoffer made a motion seconded by Daede to approve the permit as presented. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor.

Ferebee presented a Calcutta Sports Pool permit for the Beulah Lions Club at the Rodeo Grounds on August 18, 2018 and a 50/50 raffle permit for the Beulah Lions Club at the Rodeo Grounds on August 18, 2018. Hoffer made a motion seconded by Ripplinger to approve the permits as presented. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer, Daede, Kelsch and Hoffer in favor.

Meeting adjourned at 9:30 pm.

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Travis Frey, Mayor

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Heather Ferebee, Auditor